



Book Policy Manual

Section 3000 Professional Staff

Title VOL. 29, NO. 2 - LEAVES OF ABSENCE

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3430 - LEAVES OF ABSENCE

Any professional staff member may request a discretionary voluntary leave of absence from the District Administrator. All requests shall state the reason for the leave and the expected duration of the leave.

The Board authorizes the District Administrator to approve a leave of absence pursuant to this policy; however, if a request for a leave of absence requires modification of a professional staff members employment contract which may by law only be modified by agreement of the Board, such request must be approved by the Board before it can be granted.

This policy governs leaves, in addition, to leave under Policy 3430.01 (FMLA) or other District leave policies; however, any leave under this policy that is also qualifying leave under Policy 3430.01 will be designated as such and count towards the employee's leave entitlement. Approved leave under this policy shall state the conditions applicable to the employee's return to work. Nothing in this policy shall serve as a guarantee of any job protection for leave beyond otherwise protected leave.

Any professional staff member granted a leave of absence by the District Administrator shall be considered to have stopped performance of all work with the District until the completion of the leave. Exceptions may be made by the District Administrator in cases where the best interest of the District might be served.